State of Alaska
Department of Health and Social Services
Division of Behavioral Health

Request for Proposals
Strategic Prevention Framework Partnerships for Success
For FY2017 Through FY2021

Grants and Contracts

NOTICE: Proposals will ONLY be accepted through GEMS. Applicants are responsible for reviewing the GEMS homepage at https://gems.dhss.alaska.gov/ for details regarding agency registration and availability of technical assistance. Log into GEMS through myAlaska, https://my.alaska.gov/Welcome.aspx to begin the application process. Once you are logged into GEMS, guidance and instruction are available in the Documents tab and from the film strip icon. Applicants are responsible for monitoring GEMS or the State Online Public Notices site for any changes or amendments that may be issued regarding this solicitation.

Relay Alaska provides assisted communication services at 711 or 1-800-770-8973 from a TTY phone, and at 1-800-770-8255 from a voice phone.

CONTACT PERSON: Stephanie Hinckle, Grants Administrator
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PROPOSAL DUE DATE: April 20, 2016, 3:59 PM
DEADLINE FOR WRITTEN INQUIRIES: April 11, 2016, 3:59 PM
PROJECT PERIOD BEGINS: July 1, 2016

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Amendments

Amendment 1 Teleconference Summary & Amended Questions **Posted: 3/24/2016**

Explanation

This amendment serves to notify applicants of the following:

1. A summary of the pre-proposal teleconference can now be found in the attachments section of this RFP.
2. Question 4.07(1) and Question 4.08(1) have been amended to allow applicants to submit a supporting document as a part of their response to the question.
3. Question 4.09(3) has been amended to allow applicants to respond via a text box.

Amendment 2 Inquiries and Responses **Posted: 4/6/2016**

Explanation

This amendment serves to add written inquiries and their corresponding responses regarding the Request for Proposals. Please see the 'Attachments' section to locate the amendment document.

Amendment 3 Inquiries and Responses **Posted: 4/14/2016**

Explanation

This amendment serves to add written inquiries and their corresponding responses regarding the Request for Proposals. Please see the 'Attachments' section to locate the amendment document.

Amendment 4 Amended Deadline and Question **Posted: 4/18/2016**

Explanation

This amendment serves to notify applicants of the following:

1. The proposal due date has been extended to Wednesday, 4/20/2016 at 11:59 PM, AKST.
2. Question 4.05(1) has been amended to allow applicants to submit a supporting document as a part of their response to the question.

Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health and Social Services (DHSS/Department), Division of Behavioral Health (DBH/Division), is requesting proposals from eligible applicants to provide Strategic Prevention Framework (SPF) Partnerships for Success (PFS) services for the State of Alaska in FY2017 thru FY2020. Program Services are authorized under 7 AAC 78 Grant Programs and AS 47.37.030, AS 47.30.470. Access State of Alaska statutes and regulations at http://www.law.state.ak.us/doclibrary/doclib.htmlor through the contact person listed on the cover page of this RFP.

The Partnerships for Success grant builds upon the Strategic Prevention Framework-based infrastructure of DBH to address two of the nation's top substance abuse prevention priorities: prescription opioid misuse/abuse and heroin use. In Alaska, the resurgence of heroin use and the continued non-medical use of prescription opioids is proving detrimental to the health, wellness, and safety of Alaska's citizens.

The SPF framework is based on the premise that changes at the community level will, over time, lead to measurable changes at the state level. By working together to foster change, DBH and funded communities can more effectively begin to overcome the challenges underlying these substance abuse prevention priorities and achieve the goals of the PFS program.

If awarded, grantees will complete all steps of the SPF. The SPF will require grantees to be committed to using data to assess community conditions, build capacity for prevention across the entire community, develop strategic plans with evidence of effectiveness, and monitor and modify prevention efforts.

It is the intent of this RFP that all related efforts be coalition-led. If a coalition does not meet the eligibility requirements listed in Section 3.01 Eligibility, an eligible agency may partner with the coalition as a fiscal agent.

Please review the categories listed on the solicitation carefully. It is up to the applicant to submit a proposal identifying the correct category as described below:

Category A. Rural: Communities having populations under 20,000

Rural service area grantees will be required to address the non-medical use of prescription opioids among 12-25 year olds; these grantees will have the option of also addressing heroin use among a targeted age group.

Category B. Urban: Communities having populations 20,000 or more

Urban service area grantees will be required to address the non-medical use of prescription opioids among 12-25 year olds, as well as heroin use among 18-25 year olds; addressing heroin use among 12-17 year olds will be optional.

1.02 Program Goals and Anticipated Outcomes

The proposed project must demonstrate a thorough understanding and must be clearly supportive of the grant program goals and outcomes anticipated by the Division.

(A) Strategic Prevention Framework: Throughout the duration of this grant, DBH requires all grantees to use the five steps of the SPF: 1) Assessment, 2) Capacity Building, 3) Planning, 4) Implementation, and 5) Evaluation. SPF is dynamic, wherein the steps are addressed repeatedly as part of a continuous quality improvement process over the

full term of a project.

Cultural responsiveness is central to each step of the SPF. Culture can be defined by many factors including, but not limited to, ethnicity, age, and community location. Cultural responsiveness will be highlighted in the diversity of coalition members and the cultural characteristics or data being collected by the coalition. The grantee will be expected to identify and implement culturally responsive strategies as a component of their strategic plan.

Sustainability is also an important component of the SPF. Sustainability is represented in each step of the SPF and will be a factor in discussions regarding strategic planning for prevention efforts. This focus on sustainability will support grantees in maintaining prevention efforts beyond this four year prevention grant.

Some grantees will move through the SPF steps more quickly than others and will be ready to begin implementation sooner; however, it is the expectation of the Division of Behavioral Health that the coalition will begin implementation no later than July 1, 2017 (FY2018).

For more information regarding the SPF, please see the Resource Guide in the Attachments section of this RFP.

(B) Coalition Leadership: It is the goal of this grant program for efforts to be led by coalitions that meaningfully engage target populations and represent the community. Members of the coalition should reflect at least three sectors listed below. Note: in rural communities, individuals may represent more than one sector.

Sector list [and membership examples]:

- Youth or youth-serving organizations [e.g., youth court]
- Parents [e.g., Parent Teachers Association]
- Business community [e.g., local business owner]
- Media [e.g., local radio]
- Schools [e.g., teacher or superintendent]
- Law enforcement agency [e.g., village police safety officer]
- Religious or fraternal organizations [e.g., pastor or local Lions club]
- Civic and volunteer groups [e.g., AmeriCorps]
- Healthcare professionals [e.g., prescriber or dispenser]
- State, local, or tribal agencies with expertise in the field of behavioral health issues [e.g., Tribal representation with expertise in behavioral health]
- Other organizations involved in addressing behavioral health [e.g., local treatment provider]

Successful coalitions comprise a diverse group of individuals who reflect the demographics of the community and agree to work toward common goals. Coalitions will carefully consider what they hope to accomplish, and determine which stakeholders should be involved in efforts. Coalitions will also consider the leadership that exists within their group and community. Because it takes time and resources to recruit and engage new members, coalitions will always be conducting outreach and recruitment.

Effective coalitions embrace collaboration. It is crucial that coalitions responding to this RFP demonstrate the ability to share resources (fiscal and in-kind), leadership, and the workload. The coalition's structure will allow all members to have influence over decisions, and the processes will be accessible to the community being served.

(C) Fiscal Agency: If a coalition does not meet the eligibility requirements to apply for this grant (See Section 3.01 Eligibility), another eligible agency may partner with the coalition as a fiscal agent. Shared funding among coalition member agencies/individuals is expected, and this expectation is a two-way process: the fiscal agent is expected to share the grant dollars with coalition partners, and partner agencies are expected to bring resources (e.g., money,

people, materials) to the coalition effort to make positive behavioral health change in the community.

1.03 Program Services/Activities

Applicants will use a standardized form in the GEMS portal to complete a grant application. Please see the Resource Guide in the Attachments section of this RFP for more information on the SPF, additional resources, and a glossary of terms.

Applicants will use the response period to this RFP to work with their coalition and community members to complete the RFP process, as described below:

(1) Community Profile

The community profile must include a description of the specific geographic area to be served and engaged in the SPF process, including names of the school district and community (i.e., city, town, village, neighborhood) to be served within the geographic boundaries. The targeted area may be refined during the needs assessment step of the SPF.

- Provide relevant demographic information, to include but not limited to total population size and the size of the targeted age group (i.e., 12-25 year olds). Describe any gender, ethnic, racial, or cultural health disparities in the community.
- If a military base falls within the geographic area you plan to serve, provide a description of plans to include active military, veterans, and their families in prevention efforts.
- Describe any events or significant factors related to prescription opioid misuse/abuse and heroin use that have affected your community.

(2) Demonstration of High Need

Applicants must provide a narrative describing the needs in their community related to prescription opioid misuse/abuse, heroin use, related consequences (e.g., fatal and non-fatal overdoses, emergency room visits, crime, costs to the community), and contributing factors. Applicants may use available epidemiologic data and other sources of qualitative data (e.g., focus groups, key informant interviews) to inform and enhance their response. Indicators should be as specific to prescription opioids and heroin as possible.

- Indicators to consider for inclusion: prevalence of misuse/abuse; drug-related mortality; drug-related crime; drug-related injuries and traffic crashes; perception of peer disapproval; perception of parental disapproval; family communication around drug use; age of first use; ease of obtaining prescription opioids and heroin; norms around misuse/abuse; source of obtained substances; number of school incidents; juvenile arrest rates; etc.
- Describe the community's current efforts, if any, to address prescription opioid misuse/abuse and heroin use. Include efforts within and outside your agency to provide the reviewer with a comprehensive view of the strategies currently being used in your community.

(3) Demonstration of Capacity

Grantees must have capacity within their coalition to engage key stakeholders in planning and implementing sustainable, evidence-informed strategies to create population-level change in the community. Applicants will provide evidence of sufficient capacity related to the following capacity components:

- Coalition Organizational Capacity
  - Provide a brief history of the coalition
  - Provide the coalition's mission statement
  - List activities the coalition is currently working on in the community
  - Any evaluation experience and skills among coalition members and/or fiscal agent staff
    - include description of any recent data use for evaluation purposes
    - identify any needs related to data and/or evaluation capacity
  - Provide two (2) sets of meeting minutes. At least one set should be from a meeting that occurred within the past 3 months.
- Prevention Experience
  - Provide a summary of the coalition's experience in:
    - Implementing the SPF
    - Data-driven planning
    - Implementing prevention strategies, specifically those targeting policy, systems, and environmental change
    - Involving youth and young adults in community planning
- Coalition Decision-Making Process
  - Briefly describe the decision-making process relating to programmatic tasks and financial management of the coalition and its fiscal agent, including roles and responsibilities of both entities for this grant. If the coalition will serve as the fiscal agent, please describe how roles and responsibilities will be divided among coalition staff and partners.
- Community Readiness
  - Rank the dimensions of readiness, listed below, as they apply to your coalition's perception of the community's preparedness to take action on the issue of prescription opioid misuse and abuse. Rank the items from 1 (highest level of readiness) to 5 (lowest level of readiness). Provide a brief explanation of why each dimension was given its assigned ranking. Please refer to the Resource Guide for more information about these dimensions of readiness.
    - Community Knowledge of Efforts
    - Leadership
    - Community Climate
    - Community Knowledge of the Issue
    - Resources

If the applicant is chosen to be funded as a grantee by the Division of Behavioral Health, the expectations and requirements for the first year of the grant cycle (FY17) are as follows:

Behavioral Health grantees are expected to develop initiatives that address population-level change through a comprehensive approach that includes strategies targeting policy, systems, and environmental change. For this to occur, grantees will be required to follow the steps of the SPF (http://www.samhsa.gov/spf). Each of these steps is prescriptive but flexible enough to fit the needs of a community. Coalitions will need DBH Program Coordinator approval to move into each step of the SPF.

Requirements for Year One:

- Conduct full needs, readiness, and resource assessments with the support of the community and coalition.
- Develop a DBH-approved strategic plan, including a logic model, and evaluation plan
  - Please refer to the sample Community-Level Logic Model in the RFP Resource Guide.
- The grantee must develop a Memorandum of Agreement (MOA) with their local school district indicating the school district's willingness to participate in the biennial Youth Risk Behavior Survey (YRBS), or establish

other means to collect youth outcome data. The MOA must also indicate that the school district will share the YRBS results with the local coalition for the purpose of tracking changes in the identified YRBS indicators related to youth behavioral health conditions, as selected by DBH and the coalition.

- Submit programmatic, budgetary, and evaluation deliverables as required.
- Beginning in the fourth quarter of year 1, or upon completion of baseline data collection, grantees will begin planning and implementing the following required strategies in their respective communities:
    - Prescription drug take-back event
    - Prescription drug disposal site
    - Public awareness campaign to address the consequences of keeping unused prescription opioids

In years 2-4 of the grant, grantees will implement locally-informed strategies. All strategies must be approved by the DBH Program Coordinator during the planning step of the SPF. All grantees will be required to implement at least one (1) additional strategy targeting policy, systems, and environmental change, within a combination of strategies, to address prescription opioid misuse/abuse. For grantees also addressing heroin use, there will be a requirement to implement at least one (1) strategy targeting policy, systems, and environmental change for heroin use.

Throughout the project period, grantees will collaborate with and be supported by DBH staff, state-level evaluators, and the data/evaluation technical assistance liaison. Simultaneous to grantees' community-level activities, DBH will be engaging in state-level efforts to address prescription opioid misuse/abuse and heroin use and will ensure alignment between state-level efforts and community-level strategies. As described in this RFP, grantees will be required to obtain approval from DBH for various deliverables and will report to DBH regularly.

1.04 Program Evaluation Requirements and Reporting

No logic models or evaluation plans will be accepted for this RFP. Grantees will work collaboratively with assigned evaluators throughout the grant project to meet the evaluation requirements described below.

Training and technical assistance will be provided to ensure grantees have the information necessary to fulfill the state and federal evaluation requirements of the project and that grantees are supported in building local evaluation capacity where needed.

DBH has contracted with the Center for Behavioral Health Research & Services (CBHRS), a research and evaluation center within the Institute for Social and Economic Research (ISER) at the University of Alaska Anchorage, to conduct the state-level evaluation for this project. CBHRS evaluators will collect, analyze, and report on data across grantees and at the state level in order to measure overall project progress and outcomes as well as to meet The Substance Abuse and Mental Health Services Administration's (SAMHSA) evaluation requirements. CBHRS evaluators will work with each grantee to promote quality and consistency of collected data.

CBHRS evaluators will compile data from primary and secondary sources on behalf of grantees to monitor changes in key intervening variables, consumption patterns, and consequences. This data will also fulfill the National Outcome Measures (NOMS) required by SAMHSA at the community level. Acquired data will be made available to grantees annually to allow communities to monitor outcomes and inform their efforts. Sources for data collected by CBHRS evaluators will include the Youth Risk Behavior Surveillance Survey (YRBSS), Alaska Health Facilities Data Reporting Program (HFDR), and an adult community survey administered by CBHRS evaluators in grantee communities. CBHRS evaluators may collect additional qualitative data using interviews and focus groups across

grantee communities to capture ongoing community efforts throughout the project and will work closely with grantees to help identify community participants for any CBHRS evaluation efforts.

Grantees will also receive support from a data/evaluation technical assistance liaison (DETAL). The DETAL will offer capacity-building resources to all grantees (e.g., webinars, trainings, tools, etc.) as well as customized one-on-one technical assistance to each grantee. DETAL support will be available to grantees upon funding and is expected to be utilized throughout assessment, evaluation planning, and early implementation/evaluation activities. As grantees build data and evaluation capacity through experience and work with DETAL, it is expected that less support will be required. The DETAL and CBHRS evaluators will work closely together, and with DBH, to promote and sponsor high-quality assessment, implementation, and evaluation activities among all grantees.

Grantee evaluation plans will be a required deliverable of year 1. Evaluation plans will include both process and outcome evaluation components and will be derived from logic models and chosen strategies to address prescription opioid misuse/abuse (and heroin use, if applicable).

Results Based Budgeting Framework

Grant programs will be required to align with the Department's priorities and core services. Utilizing a results-based budgeting framework, grantees will use performance measures to evaluate progress in order to meet meaningful outcomes and initiate data collection and reporting consistent with Department priorities. Below are the Department Priorities and Core Services.

Department Priorities

- 1 Health & Wellness Across the Life Span

Department Core Services

- 1.1 Protect and Promote the Health of Alaskans

Grant Reporting

Required reporting for this grant will include:

1) Cumulative Fiscal Report (overall grant and match expenditures are reported quarterly by budget line item);

2) Program Reports in the format prescribed by the grantor;

3) FFATA: If funding for this program includes federal funds with reporting requirements that include those imposed under the Federal Funding Accountability and Transparency Act (FFATA), an agency power user must complete a FFATA form in the GEMS Agency Administration tab. Federal reporting requirements are not limited to prime awardees (such as the State) but include awards with federal funds that the State grants out (sub awardee).

1.05 Target Population and Service Area

Applicants must clearly describe the population targeted by the project, including the area or communities that will be served. Proposals will be evaluated for compatibility with the intended target population identified in this solicitation.

For the purposes of this RFP, community is defined as a group of individuals who share a common location (e.g.,

Soldotna, Alaska or the North Slope Borough). It is the goal of this RFP to support prevention efforts that will impact an entire community.

Target Population: The target population for the services requested in this solicitation includes 12-25 year olds.

Service Areas and Communities: The service areas and communities requested in this solicitation are statewide.

1.06 Program Funding

Funds available for this program are anticipated to total $1,044,000/year, Federal Receipts. Individual grant proposa budgets may not exceed dollar amounts for each category listed below.

A. **Rural:** Communities having populations under 20,000 may request funding up to $150,000;

B. **Urban:** Communities having populations 20,000 or more may request funding up to $200,000.

Please note, failure to adhere to the requested funding amount guidelines above may result in the applicant's response not being funded.

Funding decisions are based on past performance with DBH (if applicable), regional distribution of funds, and urban/rural distribution of funds.

Although the grant award will be made to a grantee, no one individual agency will have exclusive funding or decision-making authority but must work within the coalition model regarding funding allocations. The implementation of the awarded grant will be a collaborative effort among all coalition partners, including funding decisions and shared resources among coalition agencies/partners. Shared funding among coalition member agencies/individuals will be established through sub-contracts and/or Memorandums of Agreement (MOAs), with copies of all funding agreement documents submitted to Grants & Contracts for inclusion in the grant file. Other sub-contracts and MOAs will be developed during year 1, as coalitions move through the SPF steps and better understand and assign the role of each coalition partner.

The year 1 budget and funding distribution will be based on actual needs to complete the assessment, capacity building, and planning components of the SPF (steps 1-3). In addition, the applicant must set aside a minimum of 15% of their funding for implementation of their required strategies. (DBH recommends allocating these funds to the Other category, identified as “Implementation Funds.”)

While it is the intent of this project to develop local evaluation capacity in each community, no more than 20% of the total award amount may be spent on data collection and evaluation. Ideally, each coalition will have evaluation knowledge within its membership.

Applicants must include travel to Anchorage for a mandatory 3-day all grantee meeting in September 2016 (dates to be determined). This 3-day meeting provides an opportunity for discussion, learning, networking, and meeting with the DBH Program Coordinator and grant partners. Attendees should include project staff and key coalition members.

Match Requirements: As required by DHSS grant regulations, all applicants must provide verification of matching community resources (cash or in-kind) equal to no less than 10% of the grant award amount. In keeping with the intent of this funding to create community ownership and sustainability of the change efforts being initiated with these grant funds, DBH’s intention is to use the 10% match to assist communities in:

1. Diversifying their funding (beyond state grant funds);

2. Utilizing state grant funds to leverage other community, state, federal, or foundation funding; and

3. Developing sustainability beyond the life of this 4-year grant cycle.

For the purpose of this grant program, there will be a requirement that a portion of the 10% match funding be in the form of a community cash match. The percentage of the required cash match will be:

- 0% cash match in year 1
- 1% cash match in year 2
- 2% cash match in year 3
- 3% cash match in year 4

For example, if the grantee receives an award of $100,000 in year 2, $1,000 of their required $10,000 match must be provided in the form of community cash match; $2,000 in year 3; and $3,000 in year 4. It is expected that the cash match will come from coalition partners, project income, joint fundraising, direct community donations to this project, or a combination of these approaches.

To calculate proper match, use the following formula: *Total Grant Award Amount x Percentage of Match = Total Proposed Match*

Restrictions to allowable matching funds are as follows:

1) Federal grant funds may not be used to match federal funds awarded through this grant program.

2) State grant funds may not be used to match funds awarded through this grant program.

3) Grant Income, Medicaid, and other third party receipts may be used as a match.

4) Local match may include in-kind contributions from volunteers, as well as donations of supplies, equipment, space, and other items of value for which the applicant does not incur a cost.

5) Local cash match may include local tax receipts, municipal revenue sharing, cash donations, and other local sources of cash receipts.

Proposed Budget: The applicant must submit both a detailed and narrative budget for the first fiscal year of the grant, including any required match, which is fully compliant with the limitations described in 7 AAC 78.160 (Costs), and supports program staffing and service delivery requirements stated in this RFP. The GEMS portal provides applicants instructions and the ability to enter budget details and narrative for the project budget. More detailed instructions can be accessed in the DHSS Budget Guidelines available online at https://gems.dhss.alaska.gov/Home/Documents.

As detailed above, applicants must demonstrate they have prepared funding for the following areas of the grant award:

1) Shared funding within the coalition and if applicable, with the fiscal agent

2) Travel to the all grantee meeting

3) A minimum of 15% set aside for the implementation of future strategies

4) Understanding and commitment to required cash match beginning in year 2

5) If applicable, Personnel costs for the fiscal agent do not exceed 40% of the overall grant award

6) Data collection and evaluation costs do not exceed 20% of the overall grant award.

7) 10% Required Match

Administrative Costs: In alignment with federal grant stipulations, proposed budgets must limit the total administrative costs to a reasonable amount, allowing for sufficient funds to be available for programmatic tasks. DBH reserves the right to implement administrative cost restrictions if the proposed budget does not align with grant requirements and expectations.

Indirect Costs: If the proposed budget includes indirect costs, 7 AAC 78.160(p) requires a copy of the agency's current federally approved Indirect Cost Rate Agreement. Agencies with current DHSS grant agreements can review the Indirect Cost Rate Agreement information in GEMS. Agencies without current grant agreements with the Department must upload a copy of the Indirect Cost Rate Agreement in the "Agency Administration" tab of the GEMS portal. Help instructions are available in the portal to upload and review such documents.

DBH prevention funding is limited. While the Division's goal is to fully fund as many proposals as possible, DBH reserves the right to recommend reduced funding if the proposed budget requests do not appear realistic or there are not enough dollars to fund all quality applications at the requested levels of funding. If budget requests are reduced by DBH, potential grantees will have the choice to accept the reduced funding or decline the grant award. If accepted, there will be an opportunity to revise the year 1 budget.

Funding for subsequent years will be determined using a Performance-Based Funding methodology. Continued funding beyond year 1 of this 4-year grant cycle will be based on each grantee's progress, outcomes, and overall performance related to grant conditions, expectations, deliverables, and fidelity to the SPF. In years 2 through 4, budget development will be based on actual needs for the strategies selected and approved for implementation. Dollar award amounts for each grantee may change from year 1 to year 2 and subsequent years.

Section 2 Applicant Qualifications

2.01 Required Experience

Proposal evaluation will include consideration of the applicant's history of compliance with service and grant requirements, and previous experience in providing the same or similar services, which may include evaluation of site reviews/program audits and the successful resolution of any findings.

The applicant must provide a brief history that demonstrates both sustainable fiscal and administrative capability and responsibility. Give a brief overview of prior experience providing same or similar services with coalitions and/or with the SPF. The proposal must also include references and documentation from prior funders (State of Alaska or other granting organizations) and certifying/oversight agencies of the successful delivery of same or similar services. Documentation must clearly identify the time period over which services were provided, and the target population that was served. An example of relevant reference documents would be copies of recent site reviews, program audits, and documentation of the resolution of any findings contained in the review(s).

2.02 Program Staffing Experience

Program staffing levels must be commensurate with meeting the program goals, anticipated outcomes, and activities/strategies for service delivery appropriate to the proposed project.

Resumes, job descriptions, and professional credentials must be uploaded for key project personnel.

2.03 Administrative, Management and Facility Requirements

The applicant must demonstrate the agency's ability to responsibly administer the grant, including both sustainable fiscal and administrative capability necessary to support the project.

1) The applicant will ensure procedures are in place to protect client confidentiality. These procedures must meet State and Federal standards.

2) The applicant will ensure their most recent financial audit has been submitted to the appropriate state office (see audit section below) and any audit findings identified in that audit have been resolved.

3) Executive administrative and financial staff must be qualified, as indicated by their professional and educational experience detailed in attached resumes.

Successful grant applicants will be required to submit additional agency information with submission of their signed grant agreement, if that information is not current and already on file with DHSS, Grants and Contracts.

Audit Requirements:

Federal Requirements**:** Effective immediately, if you expend $750,000 or more total Federal Financial Assistance in your fiscal year, you may be required to comply with conditions of the Single Audit Act of 1984, P.L. 98-502, as amended by the Single Audit Act Amendments of 1996, P.L. 104-156, and defined in 2 CFR 200.

State Requirements Chapter 045 Grant Administration**:** For audit periods that begin or continue on after March 31, 2008, if you expend $500,000 or more total State Financial Assistance in your agency's fiscal year, you are required to comply with the conditions of Alaska Administrative Code, 2 AAC 45.010-090. The current regulations may be viewed at the State of Alaska, Department of Law website, http://www.law.state.ak.us/doclibrary/doclib.html or copies may be obtained from the State agency issuing the solicitation to which this statement is attached.

Information on compliance with the State and Federal Single Audit Acts may be obtained from, and audits completed in compliance with the Acts must be submitted to:

State Single Audit Coordinator
Department of Administration
Division of Finance
P.O. Box110204
Juneau, AK 99811-0204
Telephone: (907) 465-4666
Fax: (907) 465-2169

DHSS Program Audit Requirements: All DHSS grantees are subject to the requirements of 7 AAC 78.230, and if an audit under 7 AAC 45.010 has not been conducted and submitted to the State Single Audit Coordinator, the grantee must ensure that a fiscal audit of the grantee's operations under the grant program is performed by an independent certified public accountant at least once every two years and submitted to:

State of Alaska
Department of Health and Social Services
Finance and Management Services
Audit Section
P.O. Box110602
Juneau, AK 99811-0602
Telephone: (907) 465-3120

Facility(ies)/Safety and Service Access:

1) The applicant must address potential safety concerns for both clients and staff in the management of services proposed in response to this RFP.

2) The applicant should describe how access is provided to clients and how that will enhance the success of the project.

3) All applicants for DHSS grants should have an emergency response and recovery plan for the safe evacuation of clients and staff, and that provides for other potential safety concerns. This plan is mandatory for grantees providing residential and/or critical care services (see DHSS Grant Assurances).

2.04 Support/Coordination of Services

The proposal must include a list of coalition members, including names, titles, agencies, and sector representation that will be supporting year 1 activities. The list will briefly identify the activities coordinated with each agency partner.

Applicants must be able to demonstrate the proposed project has the necessary support and coordination for the successful delivery of services. The proposal must include signed letters of support from key community stakeholders. These can include local government official(s), law enforcement, public health/medical personnel, school district personnel, prevention providers, and other partners.

Section 3 General Instructions for Proposal Submission

3.01 Eligibility (Who May Apply)

Applicants must be eligible to apply under 7 AAC 78.030 (Eligible Applicants). They include nonprofit organizations; municipalities and Regional Educational Attendance Areas or other political subdivisions of the state; other State agencies; and Alaska Native Tribes. The following documentation of eligibility is required for Nonprofit Corporations or Alaska Native Tribal applicants:

1. **A Nonprofit Corporation or a Nonprofit Subsidiary of a Nonprofit Corporation.** The agency must be listed on the United States Internal Revenue Service's most recent register of Tax-exempt organizations, or provide a copy of the organization's current State of Alaska Certificate of Incorporation clearly establishing nonprofit status. Nonprofit subsidiaries must also submit a letter from the parent organization confirming nonprofit status;
2. **An Alaska Native entity as defined in 7 AAC 78.950(1).** The entity must submit with their application a legally binding resolution waiving the entity's sovereign immunity to suit, using the template provided. This form is designed to encompass the multi-year grant duration period identified in subsection 3.05. To be eligible for consideration, the resolution must include authorization compliant with the tribe's constitution:

i. Federally recognized tribes for which the tribal constitution grants authority to the tribal council to waive sovereign immunity and enter into a grant agreement on behalf of the tribe.
ii. Federally recognized tribes for which the tribal constitution requires a majority vote of the tribal membership to waive sovereign immunity and enter into a grant agreement.

Applicants must also submit in GEMS, or have on file with DHSS, a valid State of Alaska business license and a current governing board member list with titles, contact information, and terms of office. The list must include emergency contact information outside the applicant agency for one or more responsible officers of the governing board.

Applicants who have a previous contract or grant to help write this current RFP will be precluded from submitting a proposal unless a written statement of refusal of the contract or grant funds is attached. Proposals submitted without this statement shall be deemed non-responsive.

3.02 Acceptance of Terms

By submitting a proposal, an applicant accepts all terms and conditions of this Request for Proposals including all attachments and guidelines identified herein; 7 AAC 78 and any other applicable statutes and regulations. Copies of these may be accessed through the contact person listed on the cover page, or through the web address(es) identified in this RFP.

If a grant is awarded, this RFP and the applicant's proposal become part of the grant agreement. The applicant will be bound by the provisions contained in their proposal, unless the Department agrees that specific parts of the proposal are not part of the agreement.

Proposals and other materials submitted in response to this RFP become the property of the State and may be returned only if the State allows. Proposals are public documents and may be inspected or copied by anyone after grants have been awarded.

3.03 Inquiries

Applicants should immediately review this Request for Proposals for defects and questionable or confusing content. Questions about the RFP that can be answered by directing the applicant to a specific section in the RFP may be answered verbally by the Contact Person in the cover page. Questions that cannot be answered by directing an applicant to a specific section of the RFP may be declared to be of a substantive nature. The applicant will be directed to state the question in writing. Questions of a substantive nature must be received, in writing, at the email address listed on the cover page of this RFP, no less than ten days before the deadline for receipt of proposals (see the Deadline for Written Inquiries on the cover page of this RFP). This will allow issuance of any necessary amendments to all prospective applicants. **(Please note: Technical assistance will not be available after 4:00 PM AKST the day of the proposal deadline.)**

Applicants are responsible for monitoring the State's Online Public Notice website located at: http://aws.state.ak.us/OnlinePublicNotices/ for any subsequent clarifications or amendments that may be issued regarding this solicitation.

3.04 Proposal Costs and Content

The Department will not be responsible for any expenses incurred by the grantee prior to the authorized grant performance period. All costs of responding to this RFP are the responsibility of the applicant.

The applicant is responsible for the content of the proposal.

3.05 Duration of Grant

This RFP is for a 4-year period, beginning 7/1/2016, through 6/30/2020. At the discretion of the Department, a project funded under this RFP may be considered for continued funding in subsequent program year(s). The decision to continue funding for the subsequent year(s) of the 4-year grant cycle is based on the following general conditions:

1. the Department's judgment that there is a continued need for the grant project service;
2. the grantee's satisfactory performance during the previous grant year;
3. the availability of sufficient grant program funds, and whether continuation of the financing is consistent with public health and welfare; and
4. the ability of the grantee and the Department to agree on any adjustments in payments or service.

Applicants will submit a budget for year one of the grant only. Funding in the subsequent year(s) will require submission and approval of documents needed to update service plans, evaluation measures and budgets. Grantees will be notified by Grants and Contracts of specific submission requirements necessary to qualify for consideration of continued funding.

3.06 Proposal Review

Following the deadline for receipt of proposals, DHSS staff will verify all submission requirements have been met. No amendments or corrections will be accepted after the deadline unless they are in response to a request from the contact person named in this RFP. Proposals will be reviewed as follows:

1. Proposals will be evaluated in a manner that will **avoid disclosure of contents to competing offerors** before notice of grant award has been issued.
2. DHSS staff will evaluate each grant proposal for minimum responsiveness and other technical requirements, and eliminate nonresponsive proposals from consideration.
3. Using the criteria set out in this RFP and 7 AAC 78.100 (Criteria for Review of Proposals), DHSS staff will evaluate each responsive proposal. Scores will be assigned based on the applicant's response to each individual question and the associated criteria. **Applicants will not earn points for a given question based on a response to another question in the RFP**. DHSS staff will also review relevant documentation and information regarding the applicant that is available to the department. Recommendations regarding whether each proposal should be financed, and at what level, will include consideration of the following:
    i. a history of the applicant's compliance with grant requirements, to include records of program performance, on-site program reviews, and prior year audits;
    ii. priorities in applicable State health and social services plans;
    iii. requirements of applicable State and federal statutes; and
    iv. municipal ordinances or regulations applicable to the grant program.

If there are multiple responsive proposals for which there is insufficient money to fully fund, or supplementary expertise is deemed necessary to the review of proposed services, the Department may appoint a Proposal

Evaluation Committee (PEC) as an additional advisory body. PEC members will initially evaluate proposals, independently of other committee members. Then as a committee, they will meet in a **closed session** (7 AAC 78.090 Review of Proposals) to further review proposals and develop recommendations. Scores will be assigned based on the applicant's response to each individual question and the associated criteria. **Applicants will not earn points for a given question based on a response to another question in the RFP**. The PEC will include in their review discussion of each proposal's merits. Recommendations will include approval or disapproval for award, modifications to the proposed project, special compliance conditions, and ranking proposals in priority order.

All advisory recommendations, including staff recommendations, and if applicable the recommendations of the Proposal Evaluation Committee, as well as all other review materials will be submitted for consideration by the Director of the Division, who will make recommendations to the Commissioner of the Department of Health and Social Services or the Commissioner's designee.

3.07 Final Decision Authority

Recommendations, including those from any PEC that may be held, are advisory only, the final decision whether to approve or disapprove grant award, the amount of each award, and whether to impose special conditions or modifications rests with the Commissioner or Commissioner's designee.

PLEASE NOTE: The final decision may include additional considerations, such as the lack of or duplication of services in certain locations, or alternative services that may be available; a critical need for services by vulnerable populations; and matters of health, life and safety. *The Department has the responsibility to ensure public monies are utilized in a manner that protects the interests of the people of the State and retains the right to make final awards that ensure responsible distribution of grant funds.*

3.08 Notification of Grant Award and Appeals

Within fifteen (15) days after the decision regarding grant awards, the applicant will be notified of the final funding decision, and any conditions of award or modifications. Following any necessary negotiations for revisions to the proposed budget and scope of services, applicants will be issued a grant agreement. This formal agreement will contain specific performance and reporting requirements consistent with Department policy and procedure and 7 AAC 78.

Per 7 AAC 78.305 (Request for Appeal), an applicant may appeal a final grant award decision. Requests for hearing must be addressed to the Commissioner, and received in writing at the address below, within 15 days after the applicant receives notification of the decision. The request must contain the reasons for the appeal and must cite the law, regulation, or terms of the grant upon which the appeal is based.

Send appeal to:

Valerie Davidson, Commissioner
Department of Health & Social Services
P.O. Box110601
Juneau, AK 99811-0601

with a **copy** to the Grants Administrator named on the cover page.

3.09 Cancellation of the RFP/Termination of Award

Contingent upon funding appropriations and the Governor's approval, the Department may fund proposals from eligible applicants. DHSS may withdraw this competitive Request for Proposals at any time and reserves the right to refrain from making an award when such action is deemed to be in the best interest of the State. Funds awarded for a grant as a result of this RFP may be withheld and the grant terminated by written notice from the grantor to the grantee at any time for violation by the grantee of any terms or conditions of the grant award, or when such action is deemed by the grantor to be in the best interest of the State.

Section 4 Submission Requirements/Criteria for Proposal

4.01 Minimum Responsiveness Criteria per 78.100(2)(a)

Proposals that fail to meet the minimum responsiveness requirements below will be eliminated from consideration per 7 AAC 78.090(b)(2).

1 Applicant is eligible per 7 AAC 78.030.

Evaluation/Review Criteria		Review	Points
a	Applicant is eligible per 7 AAC 78.030.	☑	

4.02 Other Technical Requirements per 7 AAC 78.060, 78.090(b) and 78.100

Response & Organizational Documentation

1 If applying as a non-profit organization, please verify the following criteria pertaining to non-profit status.

Evaluation/Review Criteria		Review	Points
a	The agency must be listed on the State's non-profit corporation database "in good standing." The link to the database is http://commerce.alaska.gov/CBP/Main/CBPLSearch.aspx?mode=Corp; **and/or**	☑	
b	The agency is listed on the federal tax exempt site indicating current 501(c)3 status. The link to the database is http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check.	☑	
c	If the agency is a non-profit subsidiary, a verifying letter from the parent non-profit agency must be uploaded to the applicant's agency record in GEMS. The parent corporation must meet criteria a and/or b.	☑	

2 If applying as a Federally recognized tribal entity, please verify the following criteria.

Evaluation/Review Criteria		Review	Points
a	A correct Waiver of Sovereign Immunity is included as an attachment to the proposal and indicates the correct fiscal years and duration of the solicitation.	☑	
b	The tribe is listed on the Federal Register as an Alaska Native entity recognized & eligible to receive services from the U.S. BIA http://www.gpo.gov/fdsys/pkg/FR-2015-01-14/pdf/2015-00509.pdf.	☑	

3 If applying as a government entity, please ensure the following criterion is met.

Evaluation/Review Criteria		Review	Points
a	The agency is either another State Agency, such as the University; an incorporated municipality (verify at http://commerce.alaska.gov/dcra/DCRAExternal/community); or an REAA under AS 14.08.031 (verify at http://education.alaska.gov/facilities/pdf/doe2013map.pdf).	☑	

4 Please sign the DHSS State Assurance form.

Evaluation/Review Criteria		Review	Points
a	DHSS State Assurance form is completed, signed and dated by a person authorized to enter into legal agreements on behalf of the applicant.	☑	

5 Verify the applicable criteria below are met if the program is federally funded.

Evaluation/Review Criteria		Review	Points
a	The Federal Assurance and Certification form is completed, signed, and dated by a person authorized to enter into legal agreements on behalf of the applicant.	☑	
b	The applicant's agency record in GEMS contains the required Federal Funding Accountability and Transparency Act (FFATA) information and is complete.	☑	

6 Please ensure the following information is uploaded to the applicant's agency record in GEMS.

Evaluation/Review Criteria	Review	Points

a	The applicant's agency record in GEMS contains a current governing board member list with contact information.	☑	
b	The applicant's agency record in GEMS contains all other agency funding information received and applied for, including state and federal grants.	☑	
c	The applicant's agency record in GEMS contains a valid State of Alaska business license number (verify at http://commerce.alaska.gov/CBP/Main/SearchInfo.aspx).	☑	

7 Please ensure the current approved Federally Negotiated Indirect Cost Rate Agreement is attached to the applicant's agency record in GEMS, if applicable.

Evaluation/Review Criteria		Review	Points
a	The applicant's agency record in GEMS contains a current approved Federally Negotiated Indirect Cost Rate Agreement.	☑	
b	If the Federally Negotiated Indirect Cost Rate Agreement is expired, verify there is written confirmation from the cognizant federal agency they are accepting the most recent rate until a new agreement is approved.	☑	

4.03 History of Compliance with Grant Requirements per 7 AAC 78.100(2)(B)

1 Verify the following criteria pertaining to past performance and history of compliance are met.

Evaluation/Review Criteria		Review	Points
a	Prior year(s) reporting is complete and timely (includes fiscal, narrative and data reporting).	☑	
b	Required audits have been submitted (verify at http://doa.alaska.gov/dof/ssa/ssainfo.html). Prior year audit exceptions, if any, are resolved (verify by contacting the Finance Management Services audit section at http://dhss.alaska.gov/fms/Pages/Audit.aspx).	☑	
c	Prior year(s) activities demonstrate effective delivery of services. Review could include tangible documentation such as prior year performance reports, audit reports, site visits, etc.	☑	

d	Program historically maintains required standards as demonstrated in quality assurance reviews, licensing or certification standards, etc.	☑	

4.04 Questions and Criteria related to Program Policy, Goals, Outcomes, and Activities

1 ***In the text box below, please state which category the applicant intends to submit a proposal for:***

Category A. Rural: Communities having populations under 20,000

Rural service area grantees will be required to address the non-medical use of prescription opioids among 12-25 year olds; these grantees will have the option of also addressing heroin use among a targeted age group.

Category B. Urban: Communities having populations 20,000 or more

Urban service area grantees will be required to address the non-medical use of prescription opioids among 12-25 year olds, as well as heroin use among 18-25 year olds; addressing heroin use among 12-17 year olds will be optional.

Evaluation/Review Criteria		Review	Points
a	Response states which category the applicant's intends to submit a proposal for.	☑	

4.05 Applicant Qualifications - Criteria Relating to Personnel, Management and Facilities

1 ***In the text box below, describe any previous experience the coalition and fiscal agency has in conducting community health needs assessments, assessing readiness, planning, and working with coalitions. Description must include references and documentation from prior funders and certifying/oversight agencies of the previous experience. Documentation must clearly identify the time period over which services were provided, and the target population that was served. Examples of relevant reference documents include copies of recent site reviews, program audits, and resolutions of any findings contained in the review(s). Please note, all documents must be scanned together as a single document, then attached to the document upload field below.***

Evaluation/Review Criteria		Review	Points
a	The applicant's description of previous experience providing the same or similar services meets the requirements of this RFP. Note: In addition to this criteria, DHSS staff will have access to tangible documentation such as prior year performance reports, audit reports, site visits, etc. as noted in Subsection 4.03.	☐	8
b	References and documentation are uploaded and completed as described.	☑	

2 In the text box below, describe the program and administrative staffing available for the proposed project. Also include a description of the staffing needed for the proposed project. In the document upload field below, scan and attach as a single document professional credentials and resumes for key project personnel and administrative staff member(s), including the local evaluation position. Also include resumes for administrative staff who will provide supervision, fiscal, reporting, and management needs.

Evaluation/Review Criteria		Review	Points
a	Staff providing services are qualified and competent as demonstrated by the necessary attached professional credential(s) and resume(s).	☐	8
b	Staffing levels are compliant with the program mandates and sufficient to support the requirements of the proposed project.	☐	8
c	Job descriptions support the intent of the RFP and the applicant's proposed project.	☐	8
d	Administrative staff are qualified as demonstrated by attached resume(s).	☐	8
e	Administrative capacity demonstrates capability to meet reporting and management needs.	☐	8

3 In the text box below, describe the procedures that will be used to protect client confidentiality.

Evaluation/Review Criteria		Review	Points
a	The applicant's description adequately addresses the necessary procedures to protect client confidentiality and meet State and Federal standards.	☑	4

4.06 Demonstration of Support/Involvement of Service

1 In the document upload field below, scan and attach as a single document community support for your agency and/or coalition. Documentation may be in the form of signed letters from key community stakeholders such as local government official(s), law enforcement, public health/medical personnel, school district personnel, prevention providers, and other partners. Documents must demonstrate partnerships and coordination among entities for the purposes of building community capacity to address the priority areas of this grant and implementing prevention strategies.

Evaluation/Review Criteria	Review	Points

a	Letters of support from key community stakeholders are uploaded and documents demonstrate partnership and coordination among entities for the purpose of building community capacity to address priority areas and implementing prevention strategies.	☐	20

2 In the text box below, describe how the coalition and/or fiscal agency has or will identify and involve critical community members in the community planning process.

Evaluation/Review Criteria		Review	Points
a	Response adequately addresses the applicant's efforts to involve critical community members and entities in the community planning process.	☐	12

3 In the document upload field below, please attach an updated coalition member list. The list must include members' names, titles, and agency and sector representation.

Evaluation/Review Criteria		Review	Points
a	Coalition member list is uploaded and complete.	☐	12

4.07 Questions and Criteria related to the Community Profile

1 Please address the following points in your Community Profile response: Regarding the specific geographic area to be served and engaged in the SPF process: 1. Name, location, and size of the community (i.e., city, town, village, neighborhood) 2. Number of schools and the names of school districts 3. Employment sectors 4. Agencies currently offering behavioral health services 5. If a military base falls within the geographic area you plan to serve, provide a description of plans to include active military, veterans, and their families in prevention efforts. Regarding the following Community Demographic information: 1. Total population size of the community and the targeted age group population (i.e., 12-25 year olds). 2. Describe any gender, ethnic, racial, or cultural health disparities in the community 3. Describe any significant factors or events related to prescription opioid misuse/abuse and heroin use that have affected the community. In addition to the text response, a supporting document may be uploaded in the document upload field below. This attachment is limited to supporting data and information such as charts, tables and figures that cannot be included in the text response. This attachment is limited to 10 pages in length.

Evaluation/Review Criteria		Review	Points
a	Response demonstrates a summary of information that collectively describes the context of the community.	☐	32
b	Response includes local data that pertains specifically to the identified community.	☐	16

4.08 Questions and Criteria related to Demonstration of High Need

1 ***Provide a narrative describing the needs of the community relating to prescription opioid misuse/abuse, heroin use, related consequences (e.g., fatal and non-fatal overdoses, emergency room visits, crime, costs to the community), and contributing factors. Describe the community's efforts, if any, to address prescription opioid misuse/abuse and heroin use. Indicators to consider for inclusion: prevalance of misuse/abuse; drug-related mortality; drug-related crime; drug related injuries and traffic crashes; perception of peer disapproval; perception of parental disapproval; family communication around drug use; age of first use; ease of obtaining prescription opioids and heroin; norms around misuse/abuse; source of obtained substances; number of school incidents; juvenile arrest rates; etc. Applicants may use epidemiologic data and other sources of qualitative data (e.g., focus groups, key informant interviews) to inform and enhance their response. In addition to the text response, a supporting document may be uploaded in the document upload field below. This attachment is limited to supporting data and information such as charts, tables and figures that cannot be included in the text response. This attachment is limited to 10 pages in length.***

Evaluation/Review Criteria		Review	Points
a	Response adequately describes needs of the community related to prescription opioid misuse/abuse, heroin use, and related consequences. Local data and information is used to support the response.	☐	68
b	Response adequately describes factors in the community that encourage and/or discourage prescription opioid misuse/abuse and heroin use in the community.	☐	48

4.09 Questions and Criteria related to Demonstration of Capacity

Grantees must have capacity within their coalition to engage key stakeholders in planning and implementing sustainable, evidence-informed strategies to create population-level change in the community. Applicants will use this section to provide evidence of sufficient capacity related to the following grant capacity components:

1 ***Briefly describe the coalition's organizational capacity. Include the following information:***

- ***a history of the coalition***
- ***the coalition's mission statement***
- ***a list of activities the coalition is currently implementing or developing in the community***
- ***any evaluation experience and skills among coalition members and/or fiscal agent staff***
  - ***include description of any recent use of data for evaluation purposes***
  - ***identify any needs the coalition has related to data and/or evaluation capacity***

Evaluation/Review Criteria		Review	Points
a	The history of the coalition, as provided in the narrative response, demonstrates successes achieved by the coalition in relation to behavioral health and community engagement.	☐	16

b	Mission statement provided aligns with the intent of the PFS grant program.	☐	8
c	Coalition is currently developing and/or implementing activities related to behavioral health.	☐	8
d	Response includes any evaluation experience and/or needs relating to evaluation capacity.	☐	8

2 Please summarize the coalition's experience with prevention efforts/services. The summary must include the following information:

- ***Any efforts undertaken by the coalition or fiscal agent to address prescription opioid misuse/abuse and heroin use***
- ***The coalition's experience in the following:***
  - i. ***Implementing the SPF***
  - ii. ***Data-driven planning***
  - iii. ***Implementing prevention strategies, specifically those targeting policy, systems, and environmental change***
  - iv. ***Involving youth and young adults in community planning.***

Evaluation/Review Criteria		**Review**	**Points**
a	Applicant is familiar with the SPF, as evidenced by past implementation efforts described above.	☐	8
b	Applicant has adequate experience collecting and using data to prioritize prevention efforts and plan strategies.	☐	20
c	Applicant has implemented policy, systems, and environmental change strategies to target the prevention of adverse health outcomes. Strategies are clearly described.	☐	20
d	Applicant has involved youth and young adults in community planning efforts.	☐	8
e	Applicant has experience in addressing the priority areas of the grant.	☐	8

3 Briefly describe the decision-making process related to programmatic tasks and financial management of the coalition. If applying with a fiscal agent, the description must demonstrate how the coalition and fiscal agent will partner to accomplish programmatic tasks and the financial management of the grant, including how roles and responsibilities will be divided.

Evaluation/Review Criteria		Review	Points
a	The decision-making process is described and demonstrates how the coalition will manage programmatic tasks and financial management of the grant. If applying with a fiscal agent, description includes how the coalition and fiscal agent will partner to manage the tasks and financial management of the grant.	☐	8

4 ***Part 1) Describe the community's resources as they pertain to the successful administration of this grant. Provide a description of the prevention infrastructure within the community, including resources available, current services, and other strengths specific to the grant priority areas of prescription opioid misuse/abuse and heroin use. Part 2) Identify any gaps in the community's capacity and prevention infrastructure, as well as challenges to building capacity for the prevention of prescription opioid misuse/abuse and heroin use. Include any proposed solutions to the gaps and challenges identified.***

Evaluation/Review Criteria		Review	Points
a	Response provides evidence of sufficient infrastructure to successfully implement the grant.	☐	12
b	Gaps in capacity and infrastructure are identified and explained, and proposed solutions are realistic.	☐	8

5 ***In the text box below, rank the dimensions of readiness, listed below, as they apply to your coalition's perception of the community's readiness to take action on the issue of prescription opioid misuse/abuse and heroin use if applicable. Rank the items from 1 (highest level of readiness) to 5 (lowest level of readiness). Provide a brief explanation of why each dimension was given its assigned ranking.***

1. ***Community Knowledge of Efforts: How much does the community know about the current strategies and activities that address prescription opioid misuse/abuse?***
2. ***Leadership: What is the attitude among leaders and influential community members toward addressing prescription opioid misuse/abuse?***
3. ***Community Climate: What is the community's attitude toward addressing prescription opioid misuse/abuse? Is it one of helplessness or one of responsibility and empowerment?***
4. ***Community Knowledge of the Issue: How much do community members know about the causes of the problem, consequences, and how it impacts the community?***
5. ***Resources: What are the resources that are being used or could be used to address prescription opioid misuse/abuse?***

Evaluation/Review Criteria		Review	Points
a	Dimensions of Readiness are ranked and a brief explanation of each dimension ranking is complete and adequate.	☐	20

b	Response highlights the community's strengths and weaknesses regarding readiness to address priority areas.	☐	16

6 ***In the document upload field below, please attach a copy of two different coalition meeting minutes. Documents must be scanned together as a single document before being uploaded. At least one set of meeting minutes must be from a meeting that occurred within the past three months. Meeting minutes must include the following information: dates, list of participants and their agency, sector, and task assignments. If applicable, include any meeting minutes that address any of the priority areas for this grant (prescription opioid misuse/abuse and heroin use).***

Evaluation/Review Criteria		Review	Points
a	Meeting minutes are uploaded and completed as described.	☐	8
b	Meeting minutes capture the community's participation as demonstrated by multiple sectors and their contributions.	☐	12
c	Meeting minutes share a discussion of the priority areas of this grant.	☐	8

4.10 Questions and Criteria related to the Budget and Program Funding

1 ***Provide the proposed budget for year 1 of the project, including narrative, details, and matching funds availability. A. Communities having populations under 20,000 may request funding up to $150,000; B. Communities having populations 20,000 or more may request funding up to $200,000 Please note, failure to adhere to the requested funding amount guidelines above may result in the applicant's response not being funded. Verify the following criteria are met: 1) Shared funding with the coalition 2) Travel category: Travel to the all grantee meeting, dates and location to be determined 3) Other category: A minimum of 15% for implementation of future strategies 4) Understanding and commitment to required cash match beginning in year 2. 5) Personnel costs for the fiscal agent do not exceed 40% of the overall grant award. 6) Data collection and evaluation costs do not exceed 20% of the overall grant award. 7) 10% Required Match Funding in year 1 will be used to support grantees in completing the first three steps of the SPF: assessment, capacity building, and planning. Year 1 funding will also support the implementation of required strategies. Funding will be used collaboratively between entities, meaning that not all funds will be used by a single partner but will be adequately distributed and shared through sub-contracts. Sub-contracts must be sent to Grants & Contracts for inclusion in the grant file.***

Evaluation/Review Criteria		Review	Points
a	The budget narrative and budget detail are complete and mutually consistent.	☑	

b	Cost line items are for allowable costs under 7 AAC 78.160, and are compliant with program requirements.	☑	
c	Travel costs are consistent with 7 AAC 78.160(h) and (i), and with any requirements or limitations imposed by the program.	☑	
d	Equipment and Subcontract costs are allowed by the program and consistent with 7 AAC 78.280.	☑	
e	The Indirect cost line item in the budget is compliant with the Federally Negotiated Indirect Cost Rate Agreement "specific" rates and exemptions applicable to the cost.	☑	
f	Proposed budget is supportive of program intent for year 1 and costs are reasonable.	☐	12
g	Budget Detail(s) and Narrative support any necessary allocation of resources among communities and entities identified by the applicant.	☐	12
h	Required match is met with both the source of funds and planned expenditures evident in the detail and fully described in the narrative. If applicable, a project funded by multiple sources has disclosed the overall resources in the appropriate field(s).	☐	12

2 Section 4.02(6)(b) of this RFP asks applicants to verify that the agency record in GEMS contains all other agency funding information received and applied for, including state and federal grants. In the text box below, describe how SPFPFS funding will be used to expand or enhance current efforts, without duplicating or supplanting any existing funding.

Evaluation/Review Criteria		Review	Points
a	Response adequately explains how grant funds will be used to support current efforts without duplicating or supplanting existing funding.	☐	12